

Attendance System Change Report

ZHR_RPTTM084

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/17/2008	Kelly Welsh	Initial Draft

Purpose

Use this procedure to display date specific quota balances, view employees who had attendance activities such as accrued leave, taken or donated leave during the selected reporting period.

Trigger

Perform this procedure to view an employee's quota balance during the selected reporting period.

Prerequisites

Time Evaluation must have occurred.

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Supervisor, Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor

Transaction Code

ZHR_RPTTM084

Date	Procedure Update Log
4/17/2008	Procedure created

Helpful Hints

- Use the **Other Period** radio button, key the dates in the **deduction period** under the quota selection.
- Run this report in half month intervals (1/1/2008-1/15/2008).
Using smaller intervals running this report, helps to identify errors.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTTM084**.

Attendance System Change Report

The screenshot displays the SAP transaction ZHR_RPTTM084, titled "Attendance System Change Report". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Selections from:** Includes "Search helps" and "Org. structure" buttons.
- Period:** Contains radio buttons for "Today", "Up to today", "Current month", "From today", "Current year", and "Other period". Below these are input fields for "Period" and "To".
- Selection:** A list of criteria (Personnel Number, Employment status, Personnel area, Personnel subarea, Employee group, Employee subgroup, Business area, Payroll area) with checkboxes and arrows for selection.
- Quota selection:** Includes "Quota type" and "Deduction period" (01/01/1880 to 12/31/9999).
- Display:** Features a checked "Only EEs with selected quotas" button and an "All selected EEs" button. Below are buttons for "Only EEs with entitlement", "EEs w/rem. ent. only", "Only EEs w/compensation", "EEs w/qta used only", and "EEs w/qta accrued only".

The status bar at the bottom shows the transaction code ZHR_RPTTM084, the user ssvaphrtdci, and the role OVR.

2. In the **Period** area select the correct reporting period.

Selection	Description
Today	Use this radio button to display employees who have leave activity on current date.
Current Month	Use this radio button to display employees who have had leave during the current month. The first and last day of the month are used as the start and end dates for the person and data selection.
Current Year	Use this radio button to display employees who have had leave activity during the current year. The first and last day of the year are used as the start and end dates of the person and data selection
Up to today	Use this radio button to display employees total leave activity since the beginning of HRMS
From to today	Use this radio button to display employees who have leave for the current key date

Selection	Description
Other Period	Use this radio button to specify the time period. (Recommended)

Attendance System Change Report

3. In the **Selection** area complete the following:

Field Name	R/O/C	Description
Personnel Number	O	The employee's unique identifying number. Example: 236663

Attendance System Change Report

Program Edit Goto System Help

Attendance System Change Report

Selections from Search helps Org. structure

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period 1/1/2007 To 1/15/2007

Selection

Personnel Number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Business area

Payroll area

Quota selection

Quota type to

Deduction period 1/1/2007 To 1/15/2007

Display

☒ Only EEs with selected quotas All selected EEs


Only EEs with entitlement

EEs w/rem. ent. only

Only EEs w/compensation

EEs w/qta used only

EEs w/qta accrued only

- 3.1** If you want to run this report for multiple employees, but not the entire agency, you can enter the specific **Personnel Numbers** you want to view.
- To view more than one employee click the  (**Multiple Selection**) to the right of the **Personnel number field**:

Multiple Selection for Personnel Number



Note: Select ☐ **Sngl Values** and enter the desired Personnel Numbers.

To view a specific range of Personnel Numbers, select ☐ **Ranges**

You can also **exclude** Personnel Numbers. Select the ☐ **Sngl Values** and key in the Personnel Numbers you want to exclude from the report.

Or select ☐ **Ranges** to exclude a range of Personnel Numbers.

3.2

Once you have made your desired entries click (**Copy**) to return back to the selection criteria screen.




Note the (**Multiple Selection Active**) icon now has a green box indicating you have entered additional data into this field.

4. Complete the following fields:


Field Name	R/O/C	Description
Employment status	O	Describes the employee's employment status with the agency. Example: 3 (Active)
Personnel area	O	A specific agency/sub agency in the State of Washington Example: 1110


Attendance System Change Report

5. In the **Quota selection** area complete the following

Field Name	R/O/C	Description
Quota Type	O	Type of quota  If you want to view all quota types, leave this field blank. Example: 30 (Sick Leave)

State of Washington HRMS

Field Name	R/O/C	Description
Deduction Period	O	<p>The entries in the deduction from date and Deduction to date determine the quota period.</p> <p> Dates entered in this section will be the dates used to generate the report.</p> <p>Example: 1/1/2007 to 1/15/2007</p>

6. Place your cursor in the **Quota Type Field** and click the  (**Matchcode**) to open the selection list.

Absence Quota Type (1) 500 Entries found

Absence Quota Type (1) 500 Entries found							
Restrictions							
ESG	PSG	AQTyp	Quota text	Start Date	End Date	T...	Unit
1	10	30	Sick Leave	01/01/1900	12/31/9999	001	Hours
1	10	31	Annual Leave/Vacation	01/01/1900	12/31/9999	001	Hours
1	10	34	Jus. Excess Leave	01/01/1900	12/31/9999	001	Hours
1	10	35	Compensatory Time	01/01/1900	12/31/9999	001	Hours
1	10	37	Exchange Time	01/01/1900	12/31/9999	001	Hours
1	10	38	Military Leave	01/01/1900	12/31/9999	001	Hours
1	10	39	Holiday Credits	01/01/1900	12/31/9999	001	Hours
1	10	40	Excess Vacation Accrual	01/01/1900	12/31/9999	001	Hours
1	10	41	Shared Leave	01/01/1900	12/31/9999	001	Hours
1	10	42	Personal Holiday - Shift	01/01/1900	12/31/9999	010	Days
1	10	43	Settl Leave WSP	01/01/1900	12/31/9999	001	Hours
1	10	44	Recognition Lv (non-rep)	01/01/1900	12/31/9999	001	Hours
1	10	45	PH - Shared Lv. Donation	01/01/1900	12/31/9999	001	Hours
1	10	46	Sick Leave Pool	01/01/1900	12/31/9999	001	Hours
1	10	47	Uniformed Serv Lv Pool	01/01/1900	12/31/9999	001	Hours

7. Double-click


1	10	30	Sick Leave	01/01/1900	12/31/9999	001	Hours
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 to select.

Attendance System Change Report

The screenshot shows the SAP Attendance System Change Report form. The form is titled "Attendance System Change Report" and has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The form is divided into several sections:

- Period:** Includes radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". The "Other period" option is selected. The "Period" field is set to "01/01/2007" and the "To" field is set to "01/15/2007".
- Selection:** Includes fields for "Personnel Number" (1111), "Employment status" (3), "Personnel area" (4950), "Personnel subarea", "Employee group", "Employee subgroup", "Business area", and "Payroll area".
- Quota selection:** This section is highlighted with a red box. It includes a "Quota type" field set to "30", a "Deduction period" field set to "01/01/2007", and a "To" field set to "01/15/2007".
- Display:** Includes a "Display" section with a "Only EEs with selected quotas" button (checked) and an "All selected EEs" button. Below these are several other buttons: "Only EEs with entitlement", "EEs w/rem. ent. only", "Only EEs w/compensation", "EEs w/qta used only", and "EEs w/qta accrued only".

8. Click  (Execute) to generate the report.

Title: Attendance System Change Report
Processes :
Sub-Processes :

HRMS Training Documents

Attendance System Change Report

List Edit Goto Views Settings System Help															
Attendance System Change Report															
State of Washington - HRMS Attendance System Change Report															
Report ID: ZHR_RPTTM084															
User : KELLYW															
Run Date : 04/28/2008															
Personnel	SSN	Name	Position	Quota Type	Quota Type	Leave Accr	Beginning	Earned	Received	Taken/Repo	Paid/Repor	Adjustment	Donated	Returned	Ending Bal
35653	232323264	HACKER, LARRY T	70072031	30	Sick Leave	12/31/2006	245.30000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	245.30000
43940	232323281	ABBOTT, BRITNEY T	70072247	30	Sick Leave	12/31/2006	74.70872	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	82.70872
60756	232323323	CAIN, ANNETTE T	70072508	30	Sick Leave	12/31/2006	16.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	16.00000
68910	232323344	BENDER, IDA T	70072603	30	Sick Leave	12/31/2006	316.32072	3.80952	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	320.13024
74317	232323349	BERG, MICHELLE T	70071910	30	Sick Leave	12/31/2006	199.17216	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	207.17216
75450	232323353	BURGER, PAULINE T	70072817	30	Sick Leave	12/31/2006	59.04152	3.80952	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	62.85104
79492	232323356	BERLIN, TONY T	70072565	30	Sick Leave	12/31/2006	905.50000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	905.50000
85898	232323365	WOLFE, CHRISTINE T	70072785	30	Sick Leave	12/31/2006	788.29048	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	796.29048
86903	232323367	BECHER, DONNA T	70071952	30	Sick Leave	12/31/2006	35.77496	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	43.77496
107993	232323379	BECKER, ERIC T	70072262	30	Sick Leave	12/31/2006	237.93320	5.83336	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	243.76656
114488	232323383	EASTIN, TOM T	70071894	30	Sick Leave	12/31/2006	136.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	136.00000
118066	232323387	BARNETT, CHRISTINE T	70072395	30	Sick Leave	01/02/2007	1,393.40000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	15.00000	1,408.40000
118732	232323389	JOHNSEN, DAVID T	70072595	30	Sick Leave	12/31/2006	2,058.30000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	2,058.30000
121676	232323392	BARNHOUSE, ERIC T	70071839	30	Sick Leave	12/31/2006	211.01736	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	211.01736
122240	232323394	BARRATT, FRANKLIN T	70071869	30	Sick Leave	12/31/2006	1,133.70000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1,133.70000
143172	232323416	BATEMAN, MICHAEL T	70072310	30	Sick Leave	12/31/2006	676.60000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	676.60000
144353	232323417	JOHNSON, MICHELLE T	70071908	30	Sick Leave	12/31/2006	12.24296	3.80952	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	16.05248



This report displays the beginning balance, the amount earned, taken, any adjustments or donations during the selected reporting period.

8.1 To view one record, highlight the row to view


Attendance System Change Report

Attendance System Change Report															
Attendance System Change Report															
State of Washington - HRMS Attendance System Change Report															
Report ID: ZHR_RPTTM084															
User : KELLYW															
Run Date : 04/28/2008															
Personnel	SSN	Name	Position	Quota Type	Quota Type	Leave Accr	Beginning	Earned	Received	Taken/Repo	Paid/Repor	Adjustment	Donated	Returned	Ending Bal
35653	232323264	HACKER, LARRY T	70072031	30	Sick Leave	12/31/2006	245.30000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	245.30000
43940	232323281	ABBOTT, BRITNEY T	70072247	30	Sick Leave	12/31/2006	74.70872	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	82.70872
60756	232323323	CAIN, ANNETTE T	70072508	30	Sick Leave	12/31/2006	16.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	16.00000
68910	232323344	BENDER, IDA T	70072603	30	Sick Leave	12/31/2006	316.32072	3.80952	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	320.13024
74317	232323349	BERG, MICHELLE T	70071910	30	Sick Leave	12/31/2006	199.17216	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	207.17216
75450	232323353	BURGER, PAULINE T	70072817	30	Sick Leave	12/31/2006	59.04152	3.80952	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	62.85104
79492	232323356	BERLIN, TONY T	70072565	30	Sick Leave	12/31/2006	905.50000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	905.50000
85898	232323365	WOLFE, CHRISTINE T	70072785	30	Sick Leave	12/31/2006	788.29048	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	796.29048
86903	232323367	BECHER, DONNA T	70071952	30	Sick Leave	12/31/2006	35.77496	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	43.77496
107993	232323379	BECKER, ERIC T	70072262	30	Sick Leave	12/31/2006	237.93320	5.83336	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	243.76656
114488	232323383	EASTIN, TOM T	70071894	30	Sick Leave	12/31/2006	136.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	136.00000
118066	232323387	BARNETT, CHRISTINE T	70072395	30	Sick Leave	01/02/2007	1,393.40000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	15.00000	1,408.40000
118732	232323389	JOHNSEN, DAVID T	70072595	30	Sick Leave	12/31/2006	2,058.30000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	2,058.30000
121676	232323392	BARNHOUSE, ERIC T	70071839	30	Sick Leave	12/31/2006	211.01736	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	211.01736
122240	232323394	BARRATT, FRANKLIN T	70071869	30	Sick Leave	12/31/2006	1,133.70000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1,133.70000
143172	232323416	BATEMAN, MICHAEL T	70072310	30	Sick Leave	12/31/2006	676.60000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	676.60000

State of Washington HRMS

File name: ATTENDANCE_SYSTEM_CHANGE_ZHR_RPTTM084.DOC
Version: Training Team Draft Script
Last Modified: 5/28/2008 11:20:00 AM
Reference Number:


SAP Parent
Page 10 / 14

- 8.2** Click  (**Details**) for a detailed view of the record. You can use the scroll bars to view all information.

Details

Details	
Group description	Cell Content
Personnel Number	86903
SSN	232323367
Name	BECHER, DONNA T
Position	70071952
Quota Type	30
Quota Type Text	Sick Leave
Leave Accrual Date	12/31/2006
Beginning Balance	35.77496
Earned	8.00000
Ending Balance	43.77496
Personnel Area Code	4950
Personnel Sub Area Text	Non Represented
Org Unit	30007689
Org Unit Abbreviation	CI-F&V-Wenat
EE Group	H
EE Group Text	Non-Perm. Limited
EE Sub Group Text	H-OT Elig>40hrs/wk
Position Abbreviation	0054
Job	50000271
Job Description	...



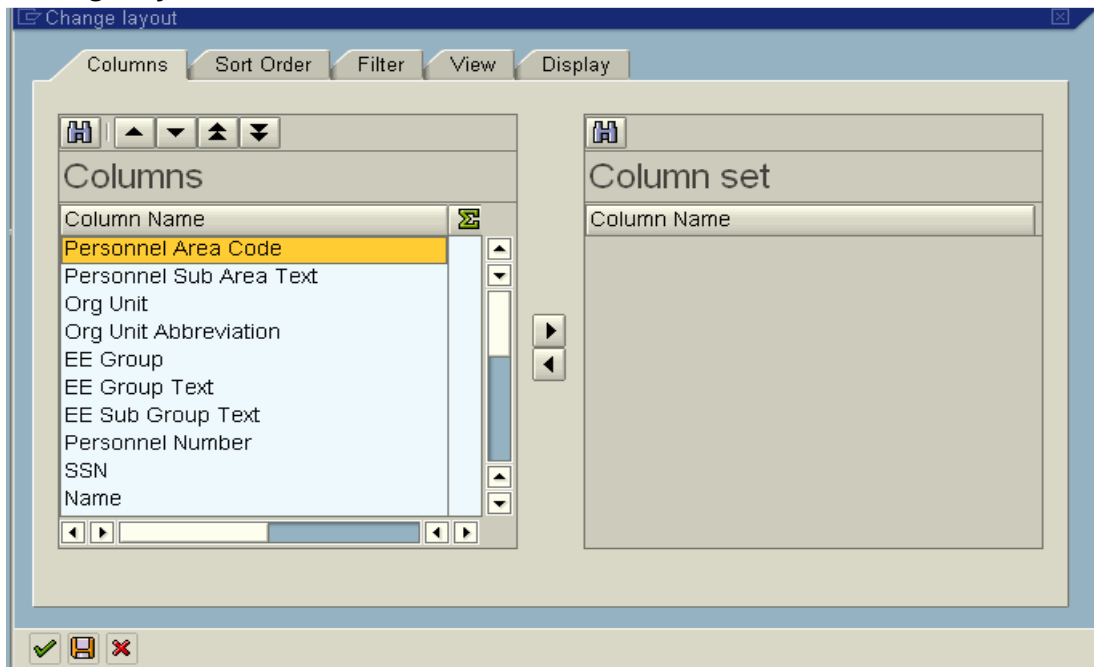
To close the detail view and return back to the report click the  (**Continue**).




The Attendance System Change Report is displays in **Automated List Viewer (ALV)** format meaning, users can reorder/hide unwanted columns, move the columns around to make the data more user friendly and specific to their reporting needs.

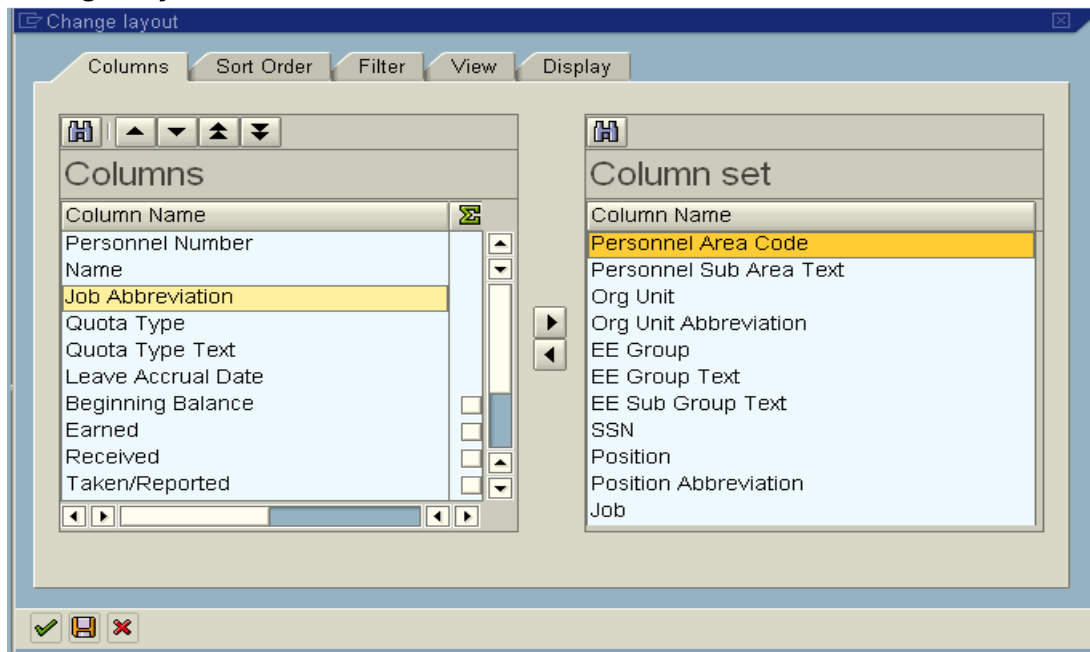
- 9.** To reorder/hide columns of a report Click  (**Change Layout**) icon located on the ALV toolbar

Change layout







- 9.1** The **Change Layout** screen appears. Fields listed in the **Columns** section are the fields listed on the report, in the order that they appear. To **hide/remove** columns from the report, highlight the column name and Click 

Change Layout



All column fields that appear in the **Column Set** section will not display when you return to the report.

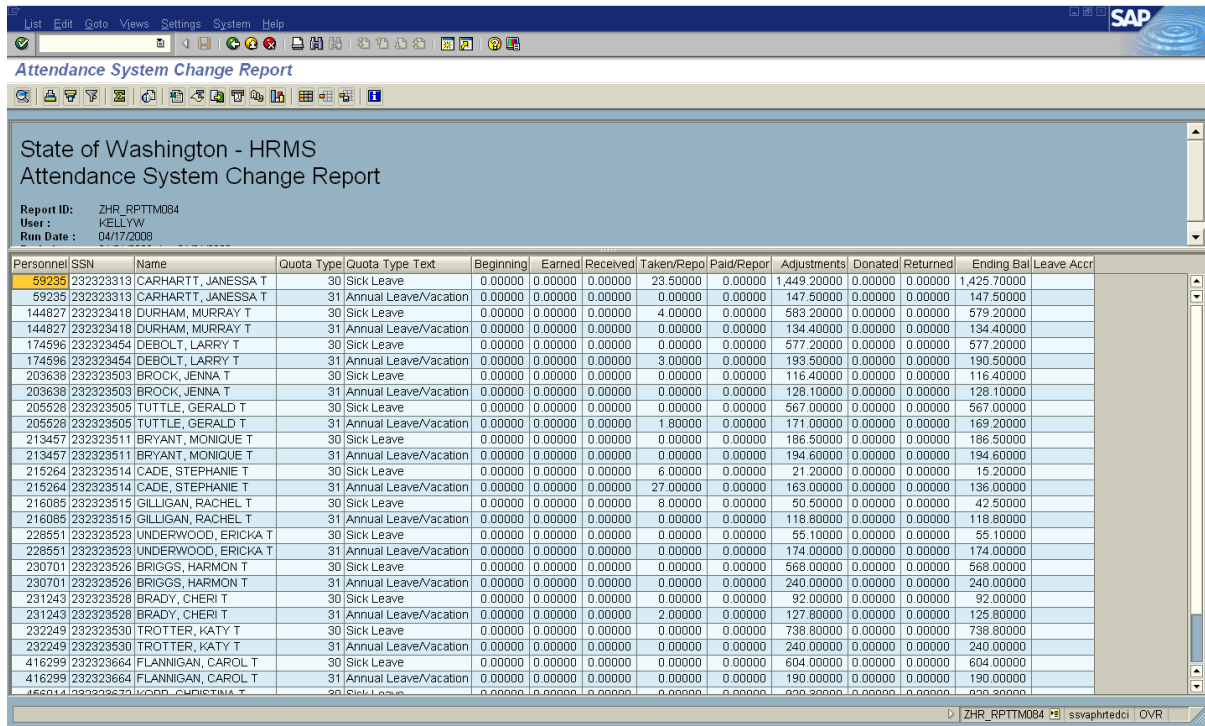
You can also reorder the layout of the Columns that are displayed in the report by selecting the column name, and using the  to move the column up one spot, or use  to move column down one spot or, use  to bring column to beginning of report, or  to move column to the end of the report.

10. Click  (**Copy**) to accept changes

Title: Attendance System Change Report
Processes :
Sub-Processes :

HRMS Training Documents

Attendance System Change Report



The screenshot shows the SAP HRMS interface for the 'Attendance System Change Report'. The title bar indicates 'State of Washington - HRMS Attendance System Change Report'. The report ID is ZHR_RPTTM084, user is KELLYW, and the run date is 04/17/2008. The report displays a table with 14 columns: Personnel SSN, Name, Quota Type, Quota Type Text, Beginning, Earned, Received, Taken/Rep, Paid/Rep, Adjustments, Donated, Returned, Ending Bal, and Leave Accr. The data is sorted by Personnel SSN in ascending order. The first row is highlighted in yellow.

Personnel SSN	Name	Quota Type	Quota Type Text	Beginning	Earned	Received	Taken/Rep	Paid/Rep	Adjustments	Donated	Returned	Ending Bal	Leave Accr
59235	232323313 CARHARTT, JANESEA T	30	Sick Leave	0.00000	0.00000	0.00000	23.50000	0.00000	1,449.20000	0.00000	0.00000	1,425.70000	
59235	232323313 CARHARTT, JANESEA T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	147.50000	0.00000	0.00000	147.50000	
144827	232323418 DURHAM, MURRAY T	30	Sick Leave	0.00000	0.00000	0.00000	4.00000	0.00000	583.20000	0.00000	0.00000	579.20000	
144827	232323418 DURHAM, MURRAY T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	134.40000	0.00000	0.00000	134.40000	
174596	232323454 DEBOLT, LARRY T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	577.20000	0.00000	0.00000	577.20000	
174596	232323454 DEBOLT, LARRY T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	3.00000	0.00000	193.50000	0.00000	0.00000	190.50000	
203638	232323503 BROCK, JENNA T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	116.40000	0.00000	0.00000	116.40000	
203638	232323503 BROCK, JENNA T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	128.10000	0.00000	0.00000	128.10000	
205528	232323505 TUTTLE, GERALD T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	567.00000	0.00000	0.00000	567.00000	
205528	232323505 TUTTLE, GERALD T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	1.80000	0.00000	171.00000	0.00000	0.00000	169.20000	
213457	232323511 BRYANT, MONIQUE T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	186.50000	0.00000	0.00000	186.50000	
213457	232323511 BRYANT, MONIQUE T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	194.60000	0.00000	0.00000	194.60000	
215264	232323514 CADE, STEPHANIE T	30	Sick Leave	0.00000	0.00000	0.00000	6.00000	0.00000	21.20000	0.00000	0.00000	15.20000	
215264	232323514 CADE, STEPHANIE T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	27.00000	0.00000	163.00000	0.00000	0.00000	136.00000	
216085	232323515 GILLIGAN, RACHEL T	30	Sick Leave	0.00000	0.00000	0.00000	8.00000	0.00000	50.50000	0.00000	0.00000	42.50000	
216085	232323515 GILLIGAN, RACHEL T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	118.80000	0.00000	0.00000	118.80000	
228551	232323523 UNDERWOOD, ERICKA T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	55.10000	0.00000	0.00000	55.10000	
228551	232323523 UNDERWOOD, ERICKA T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	174.00000	0.00000	0.00000	174.00000	
230701	232323526 BRIGGS, HARMON T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	568.00000	0.00000	0.00000	568.00000	
230701	232323526 BRIGGS, HARMON T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	240.00000	0.00000	0.00000	240.00000	
231243	232323528 BRADY, CHERI T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	92.00000	0.00000	0.00000	92.00000	
231243	232323528 BRADY, CHERI T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	2.00000	0.00000	127.80000	0.00000	0.00000	125.80000	
232249	232323530 TROTTER, KATY T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	738.80000	0.00000	0.00000	738.80000	
232249	232323530 TROTTER, KATY T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	240.00000	0.00000	0.00000	240.00000	
416299	232323664 FLANNIGAN, CAROL T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	604.00000	0.00000	0.00000	604.00000	
416299	232323664 FLANNIGAN, CAROL T	31	Annual Leave/Vacation	0.00000	0.00000	0.00000	0.00000	0.00000	190.00000	0.00000	0.00000	190.00000	
456014	232323673 GORD, CHRISTINA T	30	Sick Leave	0.00000	0.00000	0.00000	0.00000	0.00000	636.30000	0.00000	0.00000	636.30000	



The report now displays in the order that you created

11. You have completed this transaction.

Result

You have successfully generated the Attendance System Change Report.

Comments

None.

State of Washington HRMS

File name: ATTENDANCE_SYSTEM_CHANGE_ZHR_RPTTM084.DOC
Version: Training Team Draft Script
Last Modified: 5/28/2008 11:20:00 AM
Reference Number:

SAP Parent
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